

**APPROVED**

**MINUTES  
SELECTMEN'S MEETING  
GRIFFIN ROOM, TOWN HALL  
MONDAY, JUNE 27, 2016  
6:30 P.M.**

**SELECTMEN PRESENT:** Brown, Hughes, Kavanagh, LaMantia, MacAskill

**OTHERS PRESENT:** Town Administrator Christopher Clark, Judy Ford, and others.

**MEETING CALLED TO ORDER** at 6:30 p.m. by Chairman MacAskill.

**CONSENT AGENDA**

- A. Accept the resignation of Robert Sarantis from the Conservation Commission and as the Commission's representative to the Trails Committee effective immediately
- B. Approve recommendation for Committee Appointments by Interview/Nominations Subcommittee

| Appointee:     | Committee:   | Expiration:   |
|----------------|--|---------------|
| Linda Cebula   | Planning Board (Full Member)                         | June 30, 2019 |
| Mary Maslowski | Historical/Historic District Comm (Alternate Member) | June 30, 2017 |
|                | Planning Board (Alternate Member)                    | June 30, 2018 |
| Paul Doane     | Cemetery Commission                                  | June 30, 2019 |
| Rob Mador      | Conservation Commission                              | June 30, 2019 |
| Larry Brophy   | Planning Board (Full Member)                         | June 30, 2019 |
- C. Approve the recommendation of the Town Administrator to issue Dog Order following a hearing held on June 8, 2016
- D. Approve and sign contract with Mass Department of Fish and Game regarding boating access
- E. Approve and sign contract with Ballard Truck for 2017 Mack Road Tractor in the amount of \$138,750

Ms. Kavanagh moved approval of the Consent Agenda. Mr. Hughes seconded the motion and the motion carried by a unanimous vote.

**OLD BUSINESS**

- A. Acknowledge receipt of Performance Evaluation for Finance Director/Town Accountant and approve compensation increase – *discussion and possible vote*

Chairman MacAskill reported that the Board voted in Executive Session to extend the 4 day work week for the Finance Director/Town Accountant until September 30<sup>th</sup>. Mr. Hughes moved to acknowledge receipt of Performance Evaluation for Finance Director/Town Accountant and approve compensation increase as recommended by the Town Administrator. Mr. LaMantia seconded the motion and the motion carried by a unanimous vote.

**NEW BUSINESS**

- A. Acknowledge receipt of Performance Evaluation for Chief of Police and approve compensation increase – *discussion and possible vote*

Mr. Hughes moved to acknowledge receipt of Performance Evaluation for Chief of Police and approve compensation increase as recommended by the Town Administrator. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

B. Request of Friends of the South Harwich Meetinghouse to extend License Agreement to June 30, 2017 – *discussion and possible vote*

Mr. Hughes moved to approve the License Agreement amendment between the Town of Harwich and the Friends of the South Harwich Meetinghouse to extend the license through June 30, 2017. Ms. Brown seconded the motion and the motion carried by a unanimous vote.

C. Coastal Engineering contract for Wastewater Maintenance Services with MRSD – *discussion and possible vote*

Mr. Clark noted that the Town and MRSD split the bill for these services and it is approximately \$40,000. Chairman MacAskill asked if we had gone out to bid on this and Mr. Clark responded that he did not believe we did but we could look at it. He noted that the permit requires daily inspection. Ms. Brown questioned if we could renegotiate it with MRSD as she didn't feel it was right that we pay half. Mr. LaMantia said if we decided not to use the Middle School we could probably back out of it. Ms. Kavanagh questioned if we could revisit it to see if we have less usage overall and see if there is a way to amend the permit. Mr. Clark responded that we did ask them to pursue that.

D. Town Planner job description – *discussion and possible vote*

Mr. Clark outlined his letter to the Board as follows:

On May 12, 2016, I drafted a memo outlining the potential reorganization of the Town Planner position. Subsequent to that memo the Board of Selectmen voted to proceed with option one as laid out in the memo provided a revised job description was completed, survey work done on salary and an updated reorganization plan provided to the Board.

Last June the Board of Selectmen approved an updated Assistant Town Administrator job description that calls for the position to oversee Community Development and Community Services departments. It is my full intent to implement this job description in a phased approach. Charleen will assume responsibility over the Community Development departments beginning on July 1, 2016. I have revised my thinking on an Assistant Town Planner and have decided to recommend a slightly revised Town Planner job description. The reason for this is that I believe the recruitment of the Town Planner will be more viable. The position description (which is attached) has been revised slightly to include the verbiage "perform special projects as directed by the Town Administrator and/or the Director of Community Development" and the education and experience has been changed by reducing down to three years of professional planning experience preferably in local or regional government or an equivalent combination. Lastly, we included an element of skills that too would be the ability to read and interpret engineering and survey plans as a necessary skill set. I have included also a cover letter to the SEIU management union indicating these changes. I have already verbally mentioned to the leadership the proposed revisions.

The second component of the plan was to create a part-time position in administration to offset some of the workload reconfiguration. Upon discussion with staff, I believe it is warranted to allocate some additional resources to allow for the two administrative secretaries to cover

additional work. This is anticipated to be around an additional 100 hours annually. The funding to come from the savings in Community Development.

The interim time will be covered by Charleen in accordance with her June 15, 2016 memo to me on this topic.

My goal will be to commence the advertising process and negotiations with the impact with SEIU after the Board votes its concurrence with the plan. We will be actively recruiting and interviewing for the Town Planner position persons that meet the minimum requirements and are willing to work for the closer to starting salary which is \$66,938 whereas the retiring planner makes \$80,351.

It was agreed to remove Community Development Director and replace with Town Administrator and/or Assistant Town Administrator as there is not a position for Community Development Director. The Board was in agreement with the plan but asked that Mr. Clark bring this to the union and return with a complete signed package.

### **TOWN ADMINISTRATOR'S REPORT**

- A. Town Counsel information regarding administrative services provided by Barnstable County to Cape Light Compact

Mr. Clark reported that the County Administrator had put in a request to Kopelman & Paige to help with drafting a new Administrative Services Agreement. He noted that this agreement is between the County, Cape Light Compact and the State, and Town Counsel does not see any issue for us but brought it to our attention just for disclosure purposes.

### **SELECTMEN'S REPORT**

- A. Board of Selectmen FY17 Goals and Objectives

Chairman MacAskill asked that the Board review the document and send him comments. He noted that this item will be on the July 11, 2016 agenda.

- B. Action Item Register

Chairman MacAskill reminded the Board that this was brought up by Mr. Hughes at the March 21, 2016 meeting. He read a section of the minutes of that meeting as follows: "The Board agreed to use the Action Item Register document for tracking purposes and start after Town Meeting and again Ms. Greenhalgh agreed to keep up the list. Chairman Hughes said it should be in the packet every week." Mr. MacAskill said this is a good idea for communication purposes and he asked the Board if they would like to start from now or from March when this item originated. Mr. Hughes stated that in his view this should include things that are voted or directed by this Board and not what an individual wants. He said he thinks it's a great thing because in the past couple of years we have lost track of a couple of things. Mr. LaMantia agreed and suggested a spreadsheet with dates. Ms. Brown stated that they should start once they finalize goals and objectives. Mr. Clark commented that he didn't think this was a goals and objectives tally sheet but rather for small items that require follow up such as streetlights. Chairman MacAskill agreed that it didn't have anything to do with goals and objectives. Ms. Kavanagh said it would be worthwhile to look at from March on so we don't miss anything. Mr. MacAskill asked the Board to send Charleen anything they have and Mr. Clark agreed adding that they should send in things that haven't been accomplished.

C. Upcoming retirements of employees

Chairman MacAskill announced the upcoming retirements of David Spitz, John Eldredge, Karen Young and John Ayer and thanked them for their years of service to the Town.

**ADJOURNMENT**

Chairman MacAskill adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Ann Steidel  
Recording Secretary

## TOWN PLANNER

### DEFINITION

The Town Planner performs technical and administrative work evaluating information, preparing reports, and assisting the Planning Board with making land use related decisions; other related work, as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Provides information and assistance to the general public regarding planning matters; provides assistance to the Planning Board, as requested; provides assistance to town boards, such as Real Estate and Open Space and Harwich Center Initiative.

Works with the Planning Board to maintain the comprehensive plan and updates plan; helps facilitate and promote implementation of the Local Comprehensive Plan; in conjunction with the Planning Board and other town boards, develops new zoning bylaws and amendments to the zoning bylaw and regulations.

Works with local and regional planning agencies to undertake studies to better understand local and regional trends and develop approaches to addressing local and regional concerns; works with the regional planning agency on the review of Developments of Regional Impact.

Represents the town on regional committees; provides assistance to the Zoning Board of Appeals; reviews applications, discusses applications with applicants, and ~~reviews~~ prepares staff reports for the Planning Board ~~as prepared by the Assistant Town Planner~~; conducts site work to review areas of proposed development.

Prepare maps using the GIS system; works with town departments to develop methods to streamline the permit process and share information.

Performs similar or related work as required, or as situation dictates.

### SUPERVISION

Works under the administrative direction of the Town Administrator and/or ~~Planning Board~~ the Director of Community and Development; the employee functions independently, consulting with the Planning Board and the Town Administrator when clarification or interpretation of policies or procedures is required.

### SUPERVISORY RESPONSIBILITIES

Supervises ~~two~~ one employees.

### WORK ENVIRONMENT

Work is generally performed in office conditions; some field work is required to perform inspections; the employee is required to attend frequent evening meetings.

The employee operates standard office equipment.

The employee has regular contact with town departments, such as Building, Engineering, Conservation, Health, and Assessors, as well as state, regional and local agencies; also has frequent contact with the general public and applicants.

The employee has access to department-related legal proceedings.

Errors could result in monetary loss or legal repercussions.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree required, Master's Degree in planning preferred; ~~five~~ three years of comprehensive planning experience, preferably in local government; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY, SKILL**

Knowledge of Massachusetts zoning law and local zoning practices; knowledge of planning and environmental issues; working knowledge of GIS.

Ability to work independently, conduct independent research and analyze and interpret results; ability to read plans, prepare reports and formulate recommendations; ability to draft bylaw amendments and regulations; ability to establish and maintain effective working relationships with local officials and the general public.

Written and oral communication skills; oral presentation skills; planning and organizational skills.

## **PHYSICAL REQUIREMENTS**

Minimal physical effort is generally required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## Documents - 6/27/16 BOS Meeting

- 01 Agenda.pdf
- 02 ConsComm Resignation.pdf
- 03 Committee Appointments.pdf
- 04 Dog Order.pdf
- 05 Boating Access Contract.pdf
- 06 DPW Tractor Contract.pdf
- 07 Finance Director Evaluation.pdf
- 08 Police Chief Evaluation.pdf
- 09 Friends of S. Harwich Meetinghouse.pdf
- 10 Coastal Engineering Contract.pdf
- 11 Town Planner Job Description.pdf
- 12 Cape Light Compact.pdf
- 13 Action Item Register.pdf